



# **MT VOTES: Working with Provisional Ballots**

Secretary of State Linda McCulloch  
Elections and Government Services Division  
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# WORKING WITH PROVISIONAL BALLOTS

## Election Day

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- [Provisional ballots issued at the polling place](#)

## After Election Day

- (step 1) [Identifying moves \*\*from\*\* your county](#)
- (step 2) [Resolving Provisional Ballots](#)

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# **Issuing Provisional Ballots to Late Registrants**

# Late Registrants

- If it is election day, **and** the registrant is a transfer registrant, they must be issued a provisional ballot.
- This is required as you cannot accept their ballot without verifying they have not voted in a different county or precinct.

# Late Registrant- Pop-up

If it is election day and the voter is a transfer Late Registrant (county to county or precinct to precinct) and you try to issue a ballot out of MT Votes, you will not be able to add an absentee request. You will receive a pop-up directing you to the provisional ballot module.

The screenshot displays the 'Voter Registration' application window. A warning pop-up is centered on the screen, stating: 'Warning: Unable to create an absentee request. Create a provisional ballot.' The background application window shows the following details:

- Top Bar:** Voter, Print, Elections, Petitions, Imaging, Address. Buttons: New, Save, Clear, Search, Process Batch. Help link.
- Fields:** Voter ID (450155953), State ID, SSN (0000), Birth Date (01/22/1980), Age (36), Gender, Last Name (APPLICATIONERROR), First Name (TEST), MI, Suffix.
- Residence Tab:** Absentee, Contacts, History, Voting History. Sub-tabs: Dates/Elections, Absentee..., Address.
- Voter Polling Locations:** Precinct (PREC.09 - 09-75), Split (01.09), Polling Place (MONTANA CITY SCHOOL). View Image button.
- Election Table:**

Date	Date	Polling Places
16	05/09/2016	MONTANA CITY SCHOOL
- Registration Section:** Party (No Party), Status (Late Registration - LR), Reason (County to County - LC), Source of Registration (DMV - 01), Old Voter ID, County Reg Date (04/05/2016), Vote Eligible (04/08/2016), Last Voted Date, No Signature, Confidential, US Citizen.
- Comments:** Field at the bottom.

# Provisional Module

To access the provisional ballot module, you can do one of the two options below:

- From within the voter's record, click on **Election - > Provisional Ballot**; or
- From the main menu of MT Votes, click on **Provisional Ballots**

The Provisional Ballot Search screen will open. Click the **New** button to create a new provisional ballot entry.

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# Late Reg - Provisional Module

This is the Provisional Ballot Detail screen, better known as the Provisional Ballot Entry Screen. Start by entering the name of the voter, and then click **Link to Voter**.

**Provisional Ballot Detail**

Notifications [Voter Search](#) [Help](#)

**Name**

Last Name  First Name  Middle Name

Date of Birth  Voter ID  Suffix  [Link To Voter](#)

**Address Provided**

[Clear](#)

Address

City/St/Zip

County  Precinct  [Split](#)

**Mailing**

Country  ☒ USA [Clear](#)

Address

City/St/Zip

**Process**

Provisional Ballot Reason

Ballot Disposition

Ballot Disposition Reason

Method of Voter Notification

☐ Approved ☐ Not Approved

[Issue Ballot](#) [Reprint](#) [Coversheet](#) [View Voter Record](#) [Save And New](#) [Save](#) [Close](#)

**Previous County**

**Previous Precinct**

**Election**

**Ballot Style**

**Comments**

**Districts**

Code	Description



# Late Reg – Provisional Module

The link to voter is powerful and operates much like a Voter Search query. If the search finds multiple voters that meet your criteria a selection screen will pop up allowing you to select the correct match.

**Provisional Ballot Detail**

Notifications [Voter Search](#) [Help](#)

**Name**  
Last Name  First Name  Middle Name   
Date of Birth  Voter ID  Suffix  [Link To Voter](#)

**Address Provided**  
   
Address   
City/St/Zip     
County  Precinct  [Split](#)   
**Mailing**  
Country  ☒ USA   
Address   
City/St/Zip     
**Process**  
Provisional Ballot Reason   
Ballot Disposition   
Ballot Disposition Reason   
Method of Voter Notification   
☐ Approved ☐ Not Approved

**Previous County**   
**Previous Precinct**   
**Election**   
**Ballot Style**   
**Comments**  
  
**Districts**  

Code	Description

**Provisional Ballot Detail - Link to Voter**

Query executed successfully. Showing total 2 records [Voter Search](#) [Help](#)

**Search**  
General | Residential Address | Mailing Address |  
Last Name  First Name  Middle Name  ☐ Soundex  
Voter ID  Birth Date From  Birth Date To   
Scope ☒ State ☐ County

**Search Results**

Voter ID	Name	Residential Address	Status	District
450155...	APPLICATIONERROR, TEST	1 2ND ST , CLANCY, MT 59634	Active	01
450155...	TESTFIX, TEST	1 2ND ST , CLANCY, MT 59634	Active	01

[View Summary](#)

# Late Reg – Provisional Module

The address information will populate based on the selected voter record, as well as the Previous County/Previous Precinct information if the voter is marked as a Late Reg – County to County or Precinct to Precinct.

The screenshot shows a web application window titled "Provisional Ballot Detail". The form is divided into several sections: "Name", "Address Provided", "Mailing", "Process", and "Districts".

**Name Section:** Includes fields for Last Name (APPLICATIONERROF), First Name (TEST), Middle Name, Date of Birth (01/22/1980), Voter ID (450155953), and Suffix.

**Address Provided Section:** Includes a dropdown for "Standard", a "Clear" button, and fields for House # (1), Suffix, Pre Dir, Street Name (2ND), Type (ST), Post Dir, Unit Type, City/St/Zip (CLANCY, MT, 59634), County (JEFFERSON), Precinct (09-75), and a "Split" button.

**Mailing Section:** Includes a "Country" dropdown (UNITED STATES OF AMERICA), a checked "USA" checkbox, a "Clear" button, and fields for "Address" and "City/St/Zip".

**Process Section:** Includes dropdowns for "Provisional Ballot Reason", "Ballot Disposition", "Ballot Disposition Reason", and "Method of Voter Notification" (Mail). There are also checkboxes for "Approved" and "Not Approved".

**Districts Section:** Includes a table with "Code" and "Description" columns. The table lists various districts: CONG (CONGRESSIONAL), MT (Montana), PS 03 (Public Service Commiss), SCJ (SUPREME COURT JUSTI), JD 05 (Judicial District 5), SD 38 (Senate District 38), and HD 035 (House District 35).

**Buttons:** At the bottom of the form are buttons for "Issue Ballot", "Reprint", "Coversheet", "View Voter Record", "Save And New", "Save", and "Close".

# Late Reg – Provisional Module

Once you select the correct Election, the ballot style will automatically pre-fill based on the address in the Address Provided box.

The screenshot shows the 'Provisional Ballot Detail' form. It contains several sections: Name, Address Provided, Mailing, Process, and Districts. The 'Address Provided' section is highlighted with a pink background. A large blue arrow points from the 'City/St/Zip' field (CLANCY, JEFFERSON, 09-75) to the 'Election' field. Another blue arrow points from the 'Election' field (05/09/2016 51-Federal Primary Ele) to the 'Ballot Style' field (2).

**Provisional Ballot Detail**

Notifications

[Voter Search](#) [Help](#)

**Name**

Last Name: APPLICATIONERROF First Name: TEST Middle Name:

Date of Birth: 01/22/1980 Voter ID: 450155953 Suffix:

**Address Provided**

Standard

House #: 1 Suffix:  Pre Dir:  Street Name: 2ND Type: ST

Post Dir:  Unit Type:

City/St/Zip: CLANCY

County: JEFFERSON Precinct: 09-75 [Split](#) 01.09

**Mailing**

Country: UNITED STATES OF AMERICA ☒ USA

Address:

City/St/Zip:

**Process**

Provisional Ballot Reason:

Ballot Disposition:

Ballot Disposition Reason:

Method of Voter Notification: Mail

☐ Approved ☐ Not Approved

**Previous County**: Lewis & Clark

**Previous Precinct**: PCT 06 - P06

**Election**: 05/09/2016 51-Federal Primary Ele

**Ballot Style**: 2

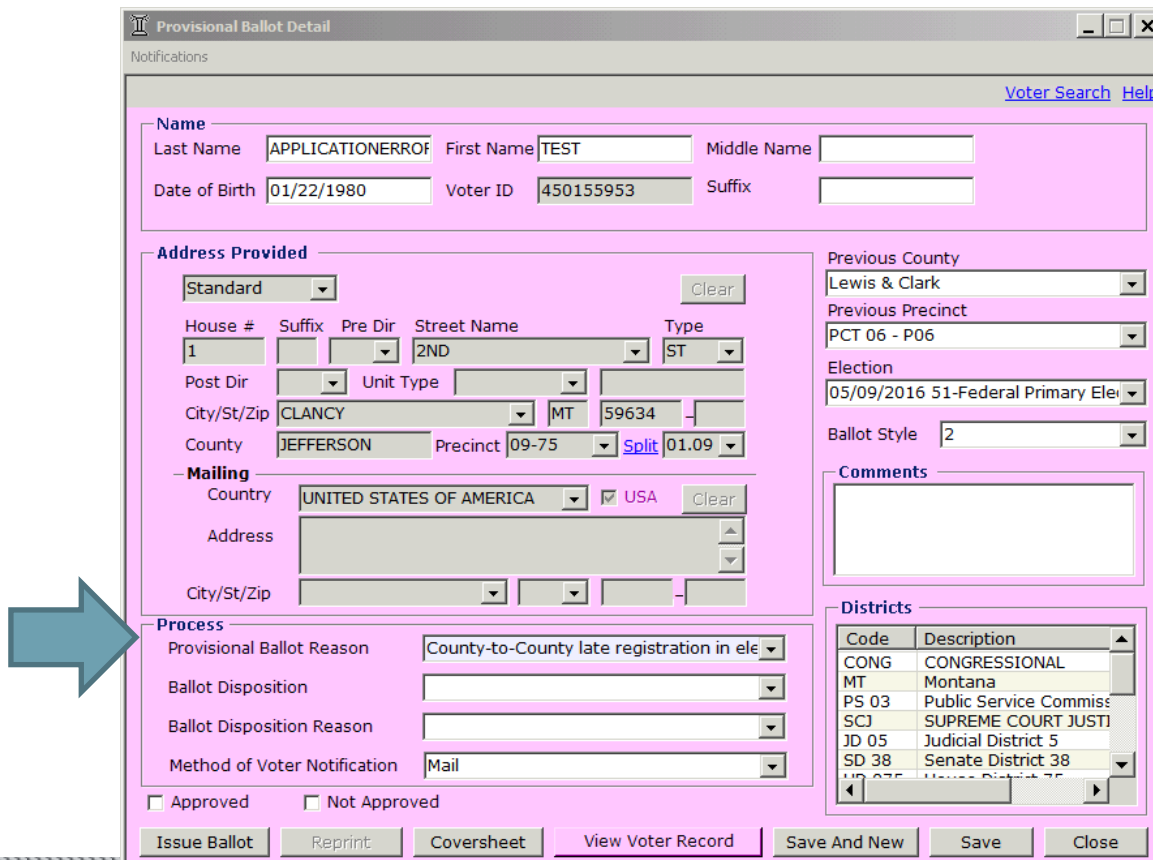
**Comments**

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commis
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
UD 075	House District 75

# Late Reg –Provisional Module

Select the Provisional Ballot Reason. For Late Registrants, this is most commonly County to County or Precinct to Precinct (but isn't always).



**Provisional Ballot Detail**

Notifications [Voter Search](#) [Help](#)

**Name**

Last Name  First Name  Middle Name

Date of Birth  Voter ID  Suffix

**Address Provided**

House #  Suffix  Pre Dir  Street Name  Type

Post Dir  Unit Type

City/St/Zip

County  Precinct

**Mailing**

Country  ☒ USA

Address

City/St/Zip

**Process**

Provisional Ballot Reason

Ballot Disposition

Ballot Disposition Reason

Method of Voter Notification

☐ Approved ☐ Not Approved

**Previous County**

**Previous Precinct**

**Election**

**Ballot Style**

**Comments**

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commis
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
HD 07	House District 7

# Provisional Ballot Reasons

## Provisional Ballot Reason

- Name not in official register and not erroneously omitted
- Claims registration with MVD or other government agency, which could not be confirmed
- Failed to sign register
- Failed to sign absentee ballot envelope
- Absentee signature was not verified
- Right to vote was challenged
- Register indicates provisionally registered, which was not resolved
- Ballot not received, or was spoiled, lost or destroyed
- Identification was insufficient
- County-to-County late registration in election office
- Precinct-to-Precinct late registration in election office
- Other

# Late Reg – Provisional Module

Click Issue ballot, verify the correct ballot style and then print like normal.

**Provisional Ballot Detail**

Notifications

[Voter Search](#) [Help](#)

**Name**

Last Name: APPLICATIONERROF First Name: TEST Middle Name:

Date of Birth: 01/22/1980 Voter ID: 450155953 Suffix:

**Address Provided**

Standard

House #: 1 Suffix:  Pre Dir:  Street Name: 2ND Type: ST

Post Dir:  Unit Type:

City/St/Zip: CLANCY MT 59634

County: JEFFERSON Precinct: 09-75 Split: 01.09

**Mailing**

Country: UNITED STATES OF AMERICA ☒ USA

Address:

City/St/Zip:

**Process**

Provisional Ballot Reason: County-to-County late registration in ele

Ballot Disposition:

Ballot Disposition Reason:

Method of Voter Notification: Mail

☐ Approved ☐ Not Approved

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commise
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
UD 035	House District 35

**Issue Provisional Ballot**

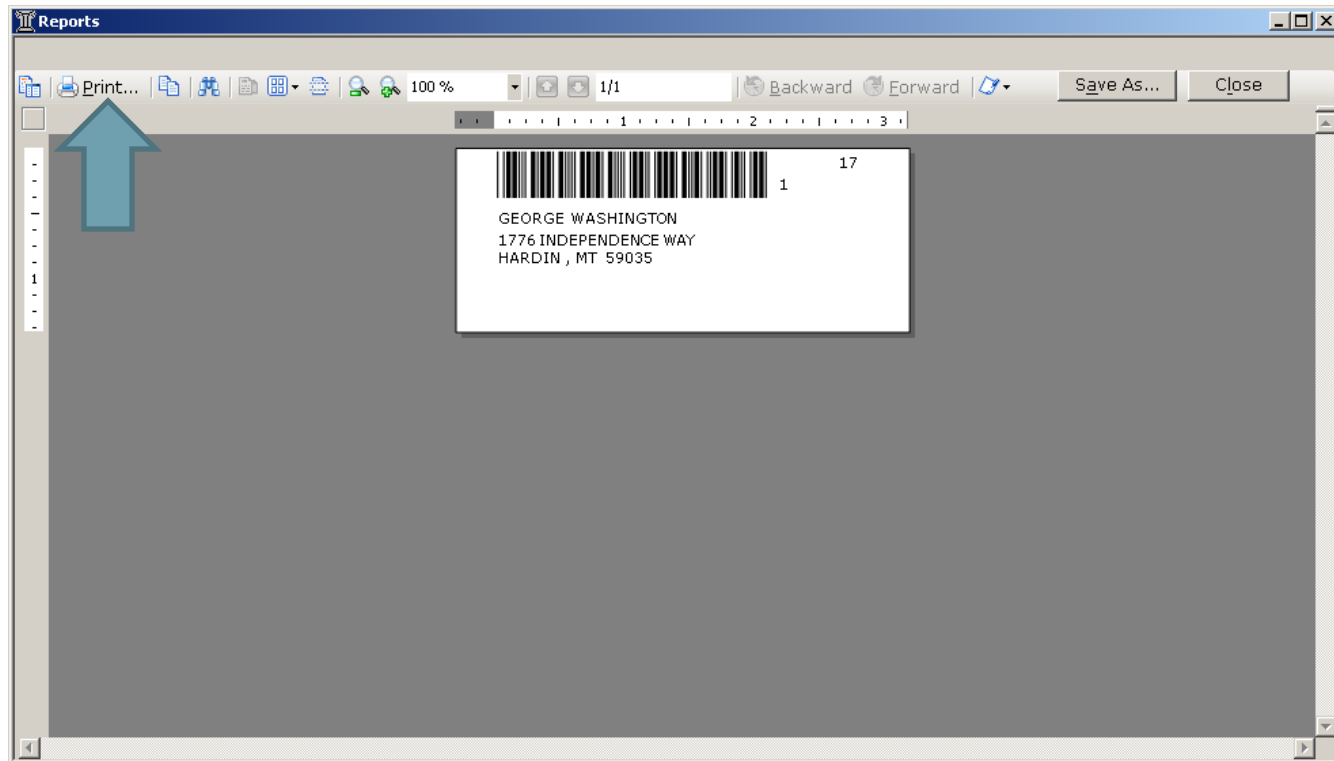
[Help](#)

Election: 05/09/2016 51-Federal Primary

Ballot Style: 2

Label Type: Single Absentee Ballot L

# Late Reg – Provisional Module



# Late Reg – Provisional Module

Print the Coversheet.

**Provisional Ballot Detail**

Notifications

[Voter Search](#) [Help](#)

**Name**

Last Name: APPLICATIONERROF First Name: TEST Middle Name:

Date of Birth: 01/22/1980 Voter ID: 450155953 Suffix:

**Address Provided**

Standard

House #: 1 Suffix:  Pre Dir:  Street Name: 2ND Type: ST

Post Dir:  Unit Type:

City/St/Zip: CLANCY MT 59634

County: JEFFERSON Precinct: 09-75 Split 01.09

**Mailing**

Country: UNITED STATES OF AMERICA ☒ USA

Address:

City/St/Zip:

**Process**

Provisional Ballot Reason: County-to-County late registration in ele

Ballot Disposition:

Ballot Disposition Reason:

Method of Voter Notification: Mail

☐ Approved ☐ Not Approved

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commis
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
HD 035	House District 35





## Provisional Ballot Cover Sheet/Outer Envelope

ENVELOPE TO BE FILLED OUT AT POLLING PLACE OR ELECTION OFFICE BY ELECTION JUDGE/OFFICIAL AND ELECTOR AND PROVIDED TO ELECTION ADMINISTRATOR WITH POLLING PLACE MATERIALS

### PART 1: TO BE COMPLETED BY ELECTOR:

PRINTED NAME: APPLICATION ERROR TEST FORMER NAME IF APPLICABLE: \_\_\_\_\_

MONTANA DRIVER'S LICENSE OR STATE ID NUMBER: \_\_\_\_\_

If you DO NOT have a Montana Driver's License number, provide last four digits of your Social Security number: 0000

Date of Birth: 01/22/1980 Phone Number(s): (H) \_\_\_\_\_ (O) \_\_\_\_\_ (Cell) \_\_\_\_\_

Residence Address (address/city/zip): 1 2ND ST/CLANCY/59634

Additional information if any regarding your voter registration that would help resolve the provisional ballot

I (signature of elector) swear or affirm that I am eligible to vote in this election and precinct that all of the information I provided on this form is true to the best of my knowledge and belief and that I am aware of the penalty for false swearing.

### PART 2: TO BE COMPLETED BY ELECTION JUDGE/OFFICIAL: PRECINCT/WARD/DISTRICT NAME/# 09-75

BALLOT STYLE 2

Elector was instructed to cast a provisional ballot for the following reasons: (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Name not in official register and not erroneously omitted  | <input type="checkbox"/> Register indicates provisionally registered, which could not be resolved                  |
| <input type="checkbox"/> Elector claims registration with Motor Vehicle Division or other government agency, which could not be confirmed | <input type="checkbox"/> Elector affirmed that absentee ballot was not received, or was spoiled, lost or destroyed |
| <input type="checkbox"/> Elector failed to sign register  | <input type="checkbox"/> Elector's identification was insufficient   |
| <input type="checkbox"/> Elector failed to sign absentee ballot envelope  | <input checked="" type="checkbox"/> County-to-county late registration in election office                          |
| <input type="checkbox"/> Elector's absentee signature was not verified  | <input type="checkbox"/> Precinct-to-precinct late registration in election office                                 |
| <input type="checkbox"/> Elector's right to vote was challenged   | <input type="checkbox"/> Other _____   |

ELECTION JUDGE/ELECTION OFFICIAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### PART 3: TO BE COMPLETED BY ELECTION OFFICIAL RESOLVING PROVISIONAL BALLOT:

Elector registered in Precinct/Ward/District Name/# \_\_\_\_\_ Voted in Precinct/Ward/District # \_\_\_\_\_

Voter ID# \_\_\_\_\_

Provisional Ballot Accepted: Yes ☐ No ☐

Reasons Ballot Accepted: (circle all that apply)	Reasons Ballot Was Rejected: (circle all that apply)
Name omitted from register in error	Not registered: (circle, if applicable: canceled/ wrong precinct, district, ward / wrong county)
Motor Vehicle or other government agency error	Motor Vehicle or other government agency has no record of registration
Elector provided signature	Elector never provided signature
Elector signed absentee ballot envelope	Elector never signed absentee ballot envelope
Elector's absentee signature was verified	Elector's absentee signature was never verified
Challenge resolved in challenged elector's favor	Challenge resolved in challenger's favor
Provisional registration was resolved	Provisional registration was not resolved
Absentee ballot not received	Absentee ballot received and accepted
Elector provided sufficient identification	Elector never provided sufficient identification
Confirmed that county-to-county late registrant did not vote in prior county	Confirmed that county-to-county late registrant voted in prior county
Confirmed that precinct-to-precinct late registrant did not vote in prior precinct	Confirmed that precinct-to-precinct late registrant voted in prior precinct
Other: _____	Other: _____

Processed by \_\_\_\_\_ Date processed for resolution: \_\_\_\_\_ Date voter notified \_\_\_\_\_

The information from the provisional detail screen auto-fills onto the coversheet, which is then printed, signed and attached to the provisional ballot envelope.



# **Polling Place Provisional Ballot Process**

# Polling Place - Provisional Ballots

Provisional ballots issued at the polling place that were not resolved by 8 p.m. on election day, must be tracked in MT Votes.

Most counties will enter them the day after election day.

Any provisional ballot issued at the polling place must be entered into MT Votes by 9 a.m. the Friday following the election.

# Polling Place - Provisional Ballots

From the Provisional Ballot module, click the **New** button.

**Provisional Ballots Search**

[Voter Search](#) [Help](#)

**Search**

Last Name First Name Middle Name Date of Birth

Election Ballot Disposition ☒ ALL Ballot Disposition Reason Previous County

**Voting County Search Scope**

☐ State ☒ County Lewis & Clark

☐ Approved ☐ Not Approved ☐ Include Confidential

**Residence County Search Scope**

☐ State ☒ County Lewis & Clark

Provisional Ballot Reason

Search Clear

**Search Results**

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ballot

New Details Delete Statistical Export Report Export Close

# Polling Place - Provisional Ballots

Enter the voter's name and click **Link to Voter**. The address information should pre-populate. If the voter is not registered in MT Votes, you will need to enter all the information manually.

The screenshot shows a web application window titled "Provisional Ballot Detail". It contains several sections for data entry:

- Name:** Fields for Last Name (VOTER), First Name (TEST), Middle Name, Date of Birth (01/22/1980), Voter ID (450155940), and Suffix.
- Address Provided:** A section with a "Standard" dropdown and a "Clear" button. It includes fields for House # (1326), Suffix, Pre Dir, Street Name (WAUKESHA), Type (AVE), Post Dir, Unit Type, City/St/Zip (HELENA, MT, 59601), County (LEWIS & CLARK), Precinct (PCT 06), and a "Split" link next to P06.4.
- Mailing:** Fields for Country (UNITED STATES OF AMERICA), a checked "USA" checkbox, and a "Clear" button. There are also empty fields for Address and City/St/Zip.
- Process:** Fields for Provisional Ballot Reason, Ballot Disposition, Ballot Disposition Reason, and Method of Voter Notification (Mail).
- Comments:** A large text area for notes.
- Districts:** A table listing various districts with their codes and descriptions.

At the bottom, there are checkboxes for "Approved" and "Not Approved", and a row of buttons: "Issue Ballot", "Reprint", "Coversheet", "View Voter Record", "Save And New", "Save", and "Close".

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 05	Public Service Commis:
JD 01	Judicial District 1
SCJ	SUPREME COURT JUSTI
SD 40	Senate District 40
LD 03	House District 30

# Polling Place - Provisional Ballots

Select the Election and the Provisional Ballot Reason.

**Provisional Ballot Detail**

Notifications

**Provisional record successfully saved** [Voter Search](#) [Help](#)

**Name**

Last Name:  First Name:  Middle Name:

Date of Birth:  Voter ID:  Suffix:

**Address Provided**

House #:  Suffix:  Pre Dir:  Street Name:  Type:

Post Dir:  Unit Type:

City/St/Zip:

County:  Precinct:  [Split](#)

**Mailing**

Country:  ☒ USA

Address:

City/St/Zip:

**Process**

Provisional Ballot Reason:

Ballot Disposition:

Ballot Disposition Reason:

Method of Voter Notification:

☐ Approved ☐ Not Approved

**Previous County**:

**Previous Precinct**:

**Election**:

**Ballot Style**:

**Comments**:

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 05	Public Service Commise
JD 01	Judicial District 1
SCJ	SUPREME COURT JUSTI
SD 40	Senate District 40
UD 070	House District 70

# Provisional Ballot Reasons

## Provisional Ballot Reason

- Name not in official register and not erroneously omitted
- Claims registration with MVD or other government agency, which could not be confirmed
- Failed to sign register
- Failed to sign absentee ballot envelope
- Absentee signature was not verified
- Right to vote was challenged
- Register indicates provisionally registered, which was not resolved
- Ballot not received, or was spoiled, lost or destroyed
- Identification was insufficient
- County-to-County late registration in election office
- Precinct-to-Precinct late registration in election office
- Other

# Polling Place - Provisional Ballots

Click **Save** or **Save and New** (if you need to enter another ballot). This ballot is now treated as a Polling Place Provisional Ballot.

**Provisional Ballot Detail**

Notifications

**Provisional record successfully saved** [Voter Search](#) [Help](#)

**Name**

Last Name:  First Name:  Middle Name:

Date of Birth:  Voter ID:  Suffix:

**Address Provided**

House #:  Suffix:  Pre Dir:  Street Name:  Type:

Post Dir:  Unit Type:

City/St/Zip:

County:  Precinct:  [Split](#)

**Mailing**

Country:  ☒ USA

Address:

City/St/Zip:

**Process**

Provisional Ballot Reason:

Ballot Disposition:

Ballot Disposition Reason:

Method of Voter Notification:

☐ Approved ☐ Not Approved

**District**

Code	Description
CON	CONGRESSIONAL
MT	Montana
PS 05	Public Service Commis
JD 01	Judicial District 1
SCJ	Supreme Court Justi
SD 40	Senate District 40
UD 070	U.S. District 70



## Polling Place - Provisional Ballots

Notice that when searching the Provisional Ballot module, this entry has no sequence number because a provisional record has been created, but no ballot has actually been issued in MT Votes. Late Registrant Provisional Ballots will reflect a Sequence Number, since they will be absentee ballots.

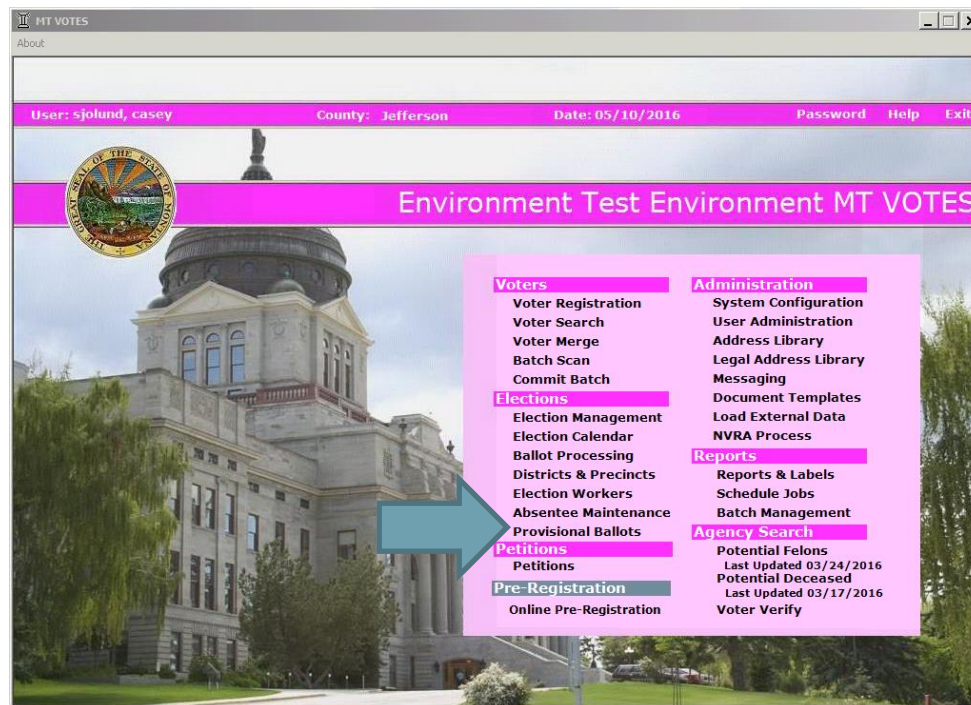
[illegible]



# **Identifying moves from your county**

# Identifying moves from your county

To identify anyone in the Provisional Ballot Module that was pulled from your county, start by clicking on the **Provisional Ballots Module** from the main screen of MT Votes.



# Identifying moves from your county

To find individuals who moved from your county, change the following settings:

1. Previous County – Select your county
2. Voting County – Select State
3. Residence County – Select State

The screenshot shows the 'Provisional Ballots Search' window. A status bar at the top indicates 'Query executed successfully.' with links for 'Voter Search' and 'Help'. The 'Search' section contains fields for Last Name, First Name, Middle Name, and Date of Birth. Below these are dropdowns for Election (set to '06/07/2016 05 Federal P...'), Ballot Disposition (set to 'ALL'), Ballot Disposition Reason, and Previous County (set to 'Lewis & Clark'). A blue arrow labeled '1' points to the 'Previous County' dropdown. The 'Voting County Search Scope' section has radio buttons for 'State' (selected) and 'County', with a dropdown set to 'Lewis & Clark'. A blue arrow labeled '2' points to the 'State' radio button. The 'Residence County Search Scope' section also has radio buttons for 'State' (selected) and 'County', with a dropdown set to 'Lewis & Clark'. A blue arrow labeled '3' points to the 'State' radio button. Below the search fields is a 'Search' button and a 'Clear' button. The 'Search Results' section displays a table with columns: Name, Address, Date of Birth, Election, Prov. Ballot Reason, and Ballot. The first two rows show error messages: 'APPLICATIONERROR...' and 'XFERREG, TEST'. The bottom of the window has buttons for 'New', 'Details', 'Delete', 'Statistical Export', 'Report', 'Export', and 'Close'.

Name	Address	Date of Birth	Election	Prov. Ballot Reason	Ballot
APPLICATIONERROR...	ST, CLAN...	01/22/1980	06/07/2016 51-Federal Pri...	County-to-County...	
XFERREG, TEST	AIN ST, CL...	01/01/1980	06/07/2016 51-Federal Pri...	Identification was ...	

The grid contains individuals who were pulled out of your county. Highlight an individual and click **Details**.

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# Identifying moves from your county

Look through your election information, such as your precinct registers and check to see if this voter has voted in your election. If they did not, click the **Approved** box. If they did vote in your election, mark **Not Approved**. Once done, click Save. Repeat this process for all voters that moved from your county.

**Provisional Ballot Detail**

Notifications

[Voter Search](#) [Help](#)

**Name**

Last Name  First Name  Middle Name

Date of Birth  Voter ID  Suffix

**Address Provided**

House #  Suffix  Pre Dir  Street Name  Type

Post Dir  Unit Type

City/St/Zip

County  Precinct

**Mailing**

Country  ☒ USA

Address

City/St/Zip

**Previous County**

**Previous Precinct**

**Election**

**Ballot Style**

**Comments**

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commis
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
LD 035	House District 35

**Process**

Provisional Ballot Reason

Ballot Disposition

Ballot Disposition Reason

Method of voter Notification

☐ Approved ☐ Not Approved



# **Resolving Provisional Ballots**

Finishing up

# Resolving Provisional Ballots

Once all county-to-county late registrants that are new to your county have been marked as approved/not approved by the county you pulled them from, you can start resolving these ballots.



Do a search for all voters that were issued provisional ballots in your county. Leave Previous County as blank and Voting County/Residence County search scope to your county and then click **Search**.

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**Please note:** This search will result in all provisional ballots issued in your county. This includes polling place, late registrants (including those that are county to county), and any others.

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If you have not resolved any ballots yet, start by highlighting the first voter and then click **Details**.



# Resolving Provisional Ballots

Ensure this record has been approved or not approved by the original county (1) and then mark the correct **Ballot Disposition** and **Ballot Disposition Reason**(2). Do this for all provisional ballots.

The screenshot shows the 'Provisional Ballot Detail' form. At the bottom, there are two blue arrows: arrow '1' points to the 'Approved' checkbox, and arrow '2' points to the 'Ballot Disposition' dropdown menu.

**Provisional Ballot Detail**

Notifications [Voter Search](#) [Help](#)

**Name**

Last Name: APPLICATIONERROR First Name: TEST Middle Name:

Date of Birth: 01/22/1980 Voter ID: 450155953 Suffix:

**Address Provided**

Standard

House #: 1 Suffix:  Pre Dir:  Street Name: 2ND Type: ST

Post Dir:  Unit Type:

City/St/Zip: CLANCY MT 59634

County: JEFFERSON Precinct: 09-75 Split 01.09

**Mailing**

Country: UNITED STATES OF AMERICA ☒ USA

Address:

City/St/Zip:

**Process**

Provisional Ballot Reason: County-to-County late registration in ele

Ballot Disposition: Accepted

Ballot Disposition Reason: County-to-County late registrant did not

Method of Voter Notification: Mail

☒ Approved ☐ Not Approved

**Previous County**: Lewis & Clark

**Previous Precinct**: PCT 06 - P06

**Election**: 06/07/2016 51-Federal Primary Ele

**Ballot Style**: 2

**Comments**:

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commis
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
HD 035	House District 35

# Resolving Provisional Ballots

If you get to a ballot that is not marked as Approved or Not Approved, it may have been an internal Provisional Ballot. A quick look at this ballot shows that it was a precinct-to-precinct move, meaning this voter came from within your county. Use your records to verify whether or not this voter voted at the polls, then accept or reject this ballot.

**Provisional Ballot Detail**

Notifications [Voter Search](#) [Help](#)

**Name**  
Last Name: TEST First Name: VOTER Middle Name:   
Date of Birth: 01/22/1980 Voter ID: 450155980 Suffix:

**Address Provided**  
Standard   
House #: 20 Suffix: Pre Dir: N Street Name: MAIN Type:   
Post Dir: Unit Type:   
City/St/Zip: JEFFERSON CITY MT 59638   
County: JEFFERSON Precinct: 06-75 Split 01.06

**Mailing**  
Country: UNITED STATES OF AMERICA ☒ USA   
Address: 10 TEST AVE   
City/St/Zip: HELENA MT 59601

**Process**  
Provisional Ballot Reason: Precinct-to-Precinct late registration in e   
Ballot Disposition:   
Ballot Disposition Reason:   
Method of Voter Notification:   
☐ Approved ☐ Not Approved

**Previous County**  
Jefferson   
**Previous Precinct**  
02-75 - PREC.02   
**Election**  
06/07/2016 51-Federal Primary Ele   
**Ballot Style**  
3   
**Comments**  
  
**Districts**  

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commis
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
HD 07	House District 75

# Resolving Provisional Ballots

If the ballot is not marked as Approved or Not Approved, and the Previous County is not your county, you must wait for the previous county to 'check' this ballot before accepting/rejecting the ballot.

Previous counties must check these ballots before 3 p.m. on the Monday following election day.

The screenshot shows the 'Provisional Ballot Detail' form. A blue arrow points to the 'Previous County' dropdown menu, which is currently set to 'Lewis & Clark'. Another blue arrow points to the 'Process' section, which includes fields for 'Provisional Ballot Reason', 'Ballot Disposition', 'Ballot Disposition Reason', and 'Method of Voter Notification'. The 'Process' section also has checkboxes for 'Approved' and 'Not Approved'.

**Provisional Ballot Detail**

Notifications

[Voter Search](#) [Help](#)

**Name**

Last Name: TEST First Name: VOTER Middle Name:

Date of Birth: 01/22/1980 Voter ID: 450155980 Suffix:

**Address Provided**

Standard Clear

House #: 20 Suffix: N Pre Dir: MAIN Type:

Post Dir: Unit Type:

City/St/Zip: JEFFERSON CITY MT 59638

County: JEFFERSON Precinct: 06-75 Split 01.06

**Mailing**

Country: UNITED STATES OF AMERICA USA Clear

Address: 10 TEST AVE

City/St/Zip: HELENA MT 59601

**Previous County**

Lewis & Clark

**Previous Precinct**

PCT 06 - P06

**Election**

06/07/2016 51-Federal Primary Ele

**Ballot Style**

3

**Comments**

**Process**

Provisional Ballot Reason: County-to-County late registration in ele

Ballot Disposition:

Ballot Disposition Reason:

Method of Voter Notification: Mail

☐ Approved ☐ Not Approved

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
UD 035	House District 35

**Issue Ballot** **Reprint** **Coversheet** **View Voter Record** **Save And New** **Save** **Close**

Do a final check to make sure you have not missed any provisional ballots that still need to be resolved:

- [illegible]




# **Reports & Exports**




**Statistical Export** – This will generate an export and send to the Scheduled Jobs Module. This export is primarily used by the Secretary of State's office and counties will rarely use it.

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**Report/Export**– will generate a report/export based on your search criteria above.





**As always, please contact the help  
desk if you have any questions.**

soshelpdesk@mt.gov

406.444.4296

866.541.6767